

**SECRET**

Approved For Release 2000/05/12 : CIA-RDP79-01590A000100070001-8

4 AUG 1977

MEMORANDUM FOR: Director of Training

FROM: [REDACTED]  
Course Administrator

25X1A

SUBJECT: End-of-Course Report: Introduction to  
CIA No. 8 (11-22 July 1977) (U)

(U) Introduction to CIA (ITCIA) No. 8 concluded a successful running on 22 July 1977. This was the first-year anniversary session of the entry-level course that was launched on 19 July 1976.

1. (C) Curriculum

A copy of the course schedule is included as Attachment 1. The tried-and-true format was executed with several modifications necessitated by guest lecturers who had conflicting schedules. [REDACTED] Chief, Central Cover Staff, was invited in response to the many cover-related problems voiced by half of the class. While the session left most problems unresolved, the concerned participants admitted that they now will be better able to cope with their situations.

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2. (C) Audio Visual Aids

Films, videotapes, and slides have contributed considerably to the effectiveness of all eight ITCIA sessions. For example, students have consistently praised [REDACTED] slide/filmstrip/lecture presentation on the technical tradecraft and missions of his office--the Office of Technical Service. In addition, several of the film and videotape shows are often cited as the course's most informative segments. The staff is grateful to the Media Production and Distribution Branch, Training Services Staff, for their support to efforts to expand the use of multi-media techniques in ITCIA. Namely, [REDACTED] have extended timely, cooperative, and technically sound service over the past year.

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This document may be downgraded to  
when enclosure is detached.

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SUBJECT: End-of-Course Report: Introduction to CIA No. 8  
(11-22 July 1977)

3. (C) The Class and Their Evaluations

The group of 29 was attentive, responsive, and forward-looking. They consistently asked probing questions and frequently contributed information during the lectures. They worked hard, laughed, and all-in-all were a joy to work with. Among the guest speakers whom they rated as particularly impressive were [REDACTED] Soviet and East European Division, Operations Directorate, and [REDACTED] Office of Strategic Research, Intelligence Directorate.

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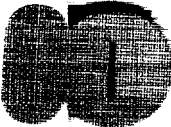
4. (U) Students gave the course an overall rating of 6.3 based on a scale of 1 (slight) to 7 (high). All of the participants agreed that the functional approach to explaining the Agency's missions and current problems was very useful. Many students commented that the course far surpassed their expectations which were based on the generally poor reputation of Intelligence and World Affairs. It is surprising and unfortunate that despite the staff's persistent efforts to advertise the "new" curriculum (the final running of IWA was 26 April through 14 May 1976), many troops remain misinformed. These efforts will continue,

25X1A

Attachments:

- 1 - Course Schedule
- 2 - Course Roster
- 3 - End-of-Course Data Sheet
- 4 - Evaluations

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INTRODUCTION TO CIA

Course #8

11 through 22 July 1977

Room 902

Chamber of Commerce Building

Telephone Number: X2452

INTELLIGENCE INSTITUTE  
OFFICE OF TRAINING

Staff

25X1A



Chairman  
Training Assistant

INTRODUCTION TO CIA

Course Objectives

A member of the Introduction to CIA Course is expected to:

1. Gain a basic understanding of CIA, its organization and functions, as well as its relationship to the Intelligence Community; and
2. Acquire an understanding of the fundamentals of the intelligence process.

Monday, 11 July 1977

0900-0945      Introduction to the Course      [REDACTED]      25X1A  
Intelligence Institute,  
Office of Training

The course objectives and procedures will be discussed.

0945-1000      Class Introductions

An important element of this course is the opportunity for all participants to share past experiences. We hope that many of you will call on the friends and contacts made over the next two weeks in carrying out your future responsibilities.

1000-1015      Security Clearance Briefing      [REDACTED]      25X1A  
Security Officer,  
Office of Training

The representative of the Office of Security currently detailed to the Office of Training will briefly explain the special clearances that participants have received for the duration of this course.

1030-1200      The Missions and Functions of      [REDACTED]      25X1A  
the Central Intelligence Agency  
Chief, Intelligence and  
Midcareer Branch,  
Intelligence Institute,  
Office of Training

The course begins with a broad overview of the intelligence process. [REDACTED] will survey the overt and covert means of collection, and the collation and analysis of this raw data. He will then describe the various types of production, including political, biographic, economic, military, scientific, and technical. Later in the course, these elements will be discussed in greater detail.

1200-1300      Lunch and Optional Videotape:      25X1A  
"Admiral Stansfield Turner's  
Swearing In Ceremony," 9 March 1977

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(Monday, continued)

1300-1400 Discussion Groups

The class will meet in small groups to share the images of the CIA that they brought into the Agency, and the questions they would like to have addressed in this course about the structure, missions, and administration of the Agency.

1415-1500 Reporting Session Class and Staff

The class will exchange information surfaced during the preceding small group meetings. The Staff will record your questions and special concerns and alert guest speakers to your particular interests.

THE AGENCY AND ITS EMPLOYEES

In this section of the course, we will focus on you as employees and discuss your responsibilities to the Agency. We will also discuss assistance and services available to you as employees. The role of training will be explored as will personnel, equal employment opportunity, medical services, and security matters.

25X1A

1515-1615 Training Agency Personnel

██████████  
Chief, Intelligence  
Institute, Office of  
Training

One of the major concerns of new employees is to learn what kinds of training are available to Agency officers. ██████████ will describe new training requirements and what is being done to meet them. He encourages your personal questions about specific courses.

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Tuesday, 12 July 1977

0830-0900      Reading Period

This is the first of four scheduled periods for individual reading--not enough time for you to digest every article in your notebook. We have listed in the schedule the readings that would be most beneficial to you and hope that you will take the time to at least scan the remaining literature. If you need extra time, please feel free to come in early in the morning, stay after the afternoon presentations, or even to drop in during the weekend.

1. Study Guide - "Selected Terms and Abbreviations," a working paper of the Intelligence Institute, Office of Training, January 1977 (CONFIDENTIAL) (TAB A)
2. Study Guide - "The Organization of CIA," a working paper of the Intelligence Institute, Office of Training, January 1977 (SECRET) (TAB A)
3. Organizational Chart of the Central Intelligence Agency. March 1977. (SECRET) (TAB A)
4. National Security Act of 1947 (TAB A)
5. CIA Act of 1949 (TAB A)

0900-1000      Personnel Management

[REDACTED]  
Personnel Officer,  
Office of Training

25X1A

Personnel people serve your career needs from the time you enter on duty until your retirement. A representative of the Office of Personnel on rotation to OTR will comment on current trends in the Agency's approach to personnel management, including recent changes in the career service structure and the impact of "management by objectives" on personnel administration.

1015-1100      Equal Employment Opportunity

[REDACTED]  
Equal Employment  
Opportunity Specialist,  
Office of Equal Employment  
Opportunity

25X1A

During this session, our speaker will discuss CIA's program for assuring equal employment opportunity, and the progress to date toward raising the level of minority employment. In addition, the complaint system for those who feel they have been discriminated against because of race, color, religion, sex, age, or national origin, will be explained.

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(Tuesday, Continued)

1115-1215      The Inspector General

Inspector, Office of  
Inspector General

25X1A

The Inspector General is charged with overseeing Agency activities as directed by the DCI, investigating employee grievances and supervising audits of expended funds. The speaker will discuss the function of his expanding office in reviewing these activities in response to the recommendations of the Rockefeller Commission and in investigating employee grievances. He will describe some types of problems and situations which arise and require remedial action by top management.

1215-1315      Lunch and Optional Videotape:

25X6

25X1A

1315-1415      Office of Medical Services,  
Administration Directorate

In an organization such as ours, the physical and mental health of its employees is of paramount importance. Our panel will describe how the Agency's Office of Medical Services provides world-wide support to its human resources.

NOTE:      The following presentation is related to The Intelligence Cycle--  
The Processing and Production of Intelligence (see page 15). It is out of sequence because of scheduling conflicts.

1430-1600      Intelligence Research

Office of Strategic  
Research, Intelligence  
Directorate

25X1A

25X1A

will discuss the important need for careful and continuous research in intelligence analysis. He will describe the process involved in resolving various intelligence problems through research; examples will be drawn from case studies. Of particular importance are the different research tools and techniques--spin-offs from advanced technology--that are used by CIA researchers.



Wednesday, 13 July 1977

AGENCY MANAGEMENT CONCERNS

The problems confronting the Agency's senior management have changed dramatically during the last few years. Today we will focus on selected issues that have had a major impact on the CIA's methods of operation. The topics include legal problems, public image and relations with the news media, Congressional relations, and maintaining cover for CIA personnel.

0830-0910      Film: "Admiral Stansfield Turner's Address to  
Employees of the Central Intelligence Agency,"  
28 March 1977

The DCI calls for objectivity in intelligence analysis, expresses his interest in legality and propriety of CIA operations, and discusses his procedural and stylistic preferences. In addition, Admiral Turner explains the Agency activities over which he intends to maintain direct control.

0915-1045      CIA in Court

██████████  
Office of General Counsel

25X1A

The speaker will discuss the issues and problems created by the recent investigations of the Agency and changing political attitudes about intelligence and foreign affairs. The changing legal climate as well as new legislation impacting on the Agency will also be discussed.

1100-1200      CIA and Congress

██████████  
Assistant Legislative  
Counsel, Office of  
Legislative Counsel

25X1A

What is the current status of our Congressional relations? What are our responsibilities to the special committees that oversee the Agency? How has Congress' view of the Agency and use of the CIA changed over the past several years? What will this relationship look like in the future? Our speaker will discuss these questions and others pertinent to this timely topic.

1200-1300      Lunch and Optional Videotape:

"Admiral Stansfield Turner Interviewed on Face the Nation," 20 March 1977

(Wednesday, Continued)

1315-1415

The Freedom of Information  
and Privacy Acts

██████████  
Chief, Information and  
Privacy Staff,  
Administration Directorate

25X1A

The Freedom of Information Act and the Privacy Act have already had considerable impact on the working methods and procedures of all Federal Agencies, including the CIA. Our speaker will explain the Acts' requirements and applicability to the Agency, and explore the problems they raise for management and personnel in a secret intelligence organization.

1430-1500

Midweek Review and Evaluation

We will discuss any outstanding questions about the first two phases of the course--employee interests, and management problems. Also, the class' suggestions for coverage of these two areas in future offerings of the course are welcomed.

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1500-1600

Film: "The Kremlin"

In preparation for tomorrow's briefing on the "Soviet Target" this film depicts the general atmosphere inside the Soviet Union.

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(Monday, Continued)

1300-1530

Office of Imagery Analysis

25X1A

Chief, Economic Resources  
Division, Office of Imagery  
Analysis, Intelligence  
Directorate

The contribution to intelligence of aerial photography and other imagery will be the subject of this lecture. The speaker will explain the way in which the tasks of imagery exploitation have been allocated within the Intelligence Community and the distinct functions of the Office of Imagery Analysis (OIA) and the National Photographic Interpretation Center (NPIC). Vu-graphs will be used to demonstrate the arts of the photo interpreter and his contribution to analysis and to collection.

During the second hour of our visit, participants will divide into small groups and observe how photo interpreters analyze photographs.

1530

Bus leaves for the Chamber of Commerce Building.

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Tuesday, 19 July 1977

0830-0900

Reading Period

1. The CIA Operations Center (CONFIDENTIAL) (TAB D)
2. Guidelines for National Intelligence Production, 4 June 1976 (CONFIDENTIAL, NOFORN DISSEM) (TAB D)
3. [REDACTED] Text of Lecture on Evaluating the Intelligence Successes and Failures, 16 April 1976 (SECRET) (TAB D)
4. CIA Intelligence Support for Foreign and National Security Policy Making, Center for the Study of Intelligence, Intelligence Institute, Office of Training, January 1976 (SECRET) (TAB D)

25X1A

0900-0930

Mid-Course Review and Evaluation    Class and Staff

The staff is interested in your views regarding the first six days. What segments were most useful to you, and what are your recommendations for improvement?

\*\*\*\*\*

0945-1045

Requirements and Evaluation:  
From Collection to Production

[REDACTED]  
Human Resources Group  
Requirements and  
Evaluation Staff,  
Office of Comptroller

25X1A

25X1A

[REDACTED] will review the three major categories of intelligence collection, pointing out the merits and disadvantages of each. He will then explain the process of levying collection requirements and of evaluating the usefulness of what is collected.

\*\*\*\*\*

PROCESSING AND PRODUCTION OF INTELLIGENCE

The final step in the intelligence cycle is the production of finished intelligence. We will also discuss the processing of information throughout the Agency. During this portion of the course, we consider five types of finished intelligence: current, research, biographic, economic, and strategic weapons. Also, the increasing importance of interdisciplinary analysis will be demonstrated through the presentation of a case study.

SECRET

(Tuesday, Continued)

1100-1200

Economic Research

[REDACTED]  
Special Assistant,  
Office of Economic  
Research, Intelligence  
Directorate

25X1A

Our speaker will describe how the policy makers' interest in economic intelligence has shifted and how the Office of Economic Research has met the new and increasing demands for analysis of economic developments abroad. He will describe his Office's direct support to senior Government officials, as well as changes in the requirements for the collection of economic data.

1200-1300

Lunch and Optional Videotape: "The Weather Machine, Part I"

This 1974 production by the Public Broadcasting Service examines weather phenomena, such as hurricanes, thunderstorms, cloud formations, tornados, and the impact of ocean currents and tides on climate. It also reviews ongoing research programs, including a Greenland laboratory study of ice as an indicator of historical weather changes.

25X1A

1315-1430

Providing Cover for Agency  
Personnel

[REDACTED]  
Chief, Central Cover Staff,  
Operations Directorate

What is the meaning and rationale of cover and how do we maintain cover? Our speaker will address these questions and discuss ways in which you can overcome cover problems. Present conditions and future trends for cover will also be outlined.

1700-1900

Evening Session

[REDACTED]  
Office of Training

25X1A

25X1A

SECRET

Wednesday, 20 July 1977

HEADQUARTERS, Room 1A-13 (All day)

0900-1000

Weapons Intelligence

[REDACTED]  
Office of Weapons  
Intelligence, Intelligence  
Directorate

25X1A

The importance of scientific and technical analysis will be illustrated by a close look at the work performed in the Office of Weapons Intelligence (OWI). Our speaker will focus on how raw data on the weapons systems of the USSR and the PRC are interpreted and analyzed. As a producer of finished intelligence, OWI's relationships with other producing components in CIA and in the Intelligence Community will be described.

25X1A

1015-1215

Office of Central Reference:  
Lecture and Tour

[REDACTED]  
Chief, Information Services  
Group, Office  
of Central Reference,  
Intelligence Directorate

The Office of Central Reference (OCR) has a dual function: it is a principal source of support to collectors and analysts, and it also produces finished biographic intelligence. In outlining the Office's interesting and varied functions, [REDACTED] explains ways that OCR can be of service to you. In addition, we will divide into two groups and tour the CIA Library, the Document Library, and the Terminal Access Point (TAP) Room.

25X1A

1215-1300

Lunch

1300-1400

Office of Regional and  
Political Analysis

[REDACTED]  
Europe Division,  
Office of Regional  
and Political Analysis,  
Intelligence Directorate

25X1A

Recently, the Office of Regional and Political Research (ORPA) was formed out of the former Offices of Current Intelligence (OCI) and of Political Research (OPR). The new organization continues to make structural adjustments and to look for more efficient and effective means of communicating intelligence analysis to consumers. Our speaker will outline ORPA's lines of command, and describe the Office's publications. From his perspective as an intelligence analyst, [REDACTED] will offer his views regarding ORPA's future role in current, mid-term, and long-range political analysis.

25X1A

SECRET

(Wednesday, Continued)

1430-1600

CIA Operations Center

████████████████████  
Senior Duty Officer,  
CIA Operations Center

25X1A

The Agency's 24-hour control center alerts Agency officials to critical events and is CIA's after-hours contact point to the Intelligence Community and the White House. After a discussion of the Center's functions and operations, the class will divide into small groups for a tour of the Center.

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Thursday, 21 July 1977

SUPPORT TO INTELLIGENCE

Intelligence collection, processing, and production require a variety of support mechanisms. The most important of the many different types of direct and indirect support will be discussed today.

0830-0900      Film: Printing for Intelligence

This CIA-produced film gives a good behind-the-scenes view of the technical process involved in printing the Agency's intelligence publications.

0915-1030      The Security Challenge Today

25X1A

████████████████████  
Deputy Director,  
Office of Security,  
Administration Directorate

Our speaker will examine new challenges and the changing nature of the security problems that confront CIA employees today. He will then briefly review his office's missions and functions, and new developments in security software.

25X1A

1045-1145      Computer Support to Agency Activities

████████████████████  
Executive Officer  
Office of Data Processing,  
Administration Directorate

The computer has far-reaching applications as an information processor, as an analytical tool, and as an aid to managers and management. You will be acquainted with current and projected uses of computer systems in the Agency and with the role of the Office of Data Processing.

1200-1330      Lunch and Optional Videotape: "The Weather Machine Part II"

SECRET

(Thursday, Continued)

1330-1430

Logistical Support to CIA  
Activities

██████████  
Executive Officer,  
Office of Logistics,  
Administration Directorate

25X1A

The speaker will address the Office of Logistics' role in support of Agency operational activities with emphasis on specific recent projects. Additionally, the changing image of Logistics will be discussed with respect to current trends such as the decline of overseas positions, increased automation, and the increasing impact of other Federal regulatory agencies.

1445-1545

The Agency's Communications

██████████  
Director of Communications,  
Administration Directorate

25X1A

Communications are a vital link in all activities of the Agency, both at Headquarters and overseas. Our speaker will describe the various forms of communications handled by his office, the types of equipment employed, and the outlook for the future in terms of advancing technology.

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Friday, 22 July 1977

THE INTELLIGENCE COMMUNITY

Now that you have an appreciation for the issues and problems which face CIA today, and an understanding of the Agency's missions and functions, we will explore CIA's role in the Intelligence Community.

0830-0930      Reading Period

1. Guiding Principles of the Intelligence Community, 13 May 1976 (TAB A)
2. National Intelligence Office Listings (SECRET) (TAB D)
3. Study Guide - "The United States Intelligence Community," a working paper of the Intelligence Institute, Office of Training, August 1976 (CONFIDENTIAL, NOFORN) (TAB A)
4. List and Summary of National Security Council Intelligence Directives (SECRET) (TAB A)
5. United States Foreign Intelligence Activities, Executive Order 11905, 19 February 1976 (TAB A)
6. List of the Members of the National Security Council (TAB B)
7. Presidential Directive/NSC-2, 20 January 1977 (CONFIDENTIAL) (TAB B)
8. The National Council System, effective 20 January 1977 (CONFIDENTIAL) (TAB B)

0930-1030      The National Intelligence Officer

  
Executive Assistant for  
National Intelligence

25X1A

The National Intelligence Officers (NIOs), charged with responsibility for specific geographic or functional areas, are one of the tools used by the Director to coordinate the work of the Intelligence Community. Our speaker will explain how an NIO works as a personal representative of the DCI to establish informal contacts across Agency and departmental lines and to provide coordinated responses to the requirements of policy makers. She will also speculate on the future of the NIO system.

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(Friday, Continued)

1045-1215 The Intelligence Community

25X1A

██████████  
Deputy Director, Office  
of Policy and Planning,  
Intelligence Community Staff

This presentation of the Intelligence Community will focus on the different members of the Community and their interaction and cooperation. Our speaker will also discuss how the Intelligence Community is managed and the responsibilities of the Director of Central Intelligence.

1215-1330 Lunch

25X1A

1330-1430 CIA and the News Media

██████████  
Office of the Assistant to  
the Director for  
Public Affairs

The Agency's image as reflected in the press is of continuing concern. Our speaker will discuss various aspects of this problem and how the Agency deals with it.

1430-1530 Final Review; Written Evaluations;  
Final Course Administration

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INTRODUCTION TO CIA

Evaluation Form

STATINTL

Name

DDI  
Directorate

Time in Agency:

Less than 6 months

6 months-2 years X

Over 2 years

You will recall there are two basic objectives of the Course.  
Now that you have completed the Course, you should have:

- Gained a basic understanding of CIA, its organization and functions as well as its relationship to the Intelligence Community.
- Acquired an understanding of the fundamentals of the intelligence process.

Any comments you make--especially constructive suggestions for improvement--will be valuable to us in designing or streamlining the next course. (Do not feel confined to these specific questions; if you wish to discuss any relevant topic, please feel free.)

1. Please indicate on the scale below the degree to which the Course met its stated objectives:

Slight

Highly Satisfactory

1	2	3	4	5	6	7
/	/	/	/	/	/	/

2. Identify at least three items (general subjects or specific topics) that were the most useful to you:

*The China Target - I needed substantive lecture; presentation itself was well done, on interesting subject.*

*Security - useful nuts-and-bolts knowledge, not easily obtained.*

*National Intelligence Officer - unusually clear presentation; good place to tie things together (end of course).*

3. Identify at least three items (general subjects or specific topics) that were least useful to you:

ODP briefing - what I need, I can ask for; what I'll never use, shouldn't be cluttering my head.

Equal Employment Opportunity

[REDACTED] - fewer answers out of this speaker 25X1C

4. Please identify any topics that were excluded from the Course that would have been useful to you:

5. Additional Comments:

I appreciated the lack of "wiring diagrams" in this course, and the concentration instead on presenting the tasks of the Agency in a general, understandable, problem-oriented way. (The few presentations designed around the "wiring diagrams" made this obvious.) In general, I was pleasantly surprised at the high quality of the course and the speakers. There appears to have been a conscious, determined effort to get us as "budding professionals" to think about our organization and our roles in it in a professional, objective way.

**STATINTL**

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INTRODUCTION TO CIA

Evaluation Form

STATINTL

Name

DDA

Directorate

Time in Agency:

Less than 6 months

6 months-2 years

Over 2 years

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1. Please indicate on the scale below the degree to which the Course met its stated objectives:

<u>Slight</u>						<u>Highly Satisfactory</u>	
1	2	3	4	5	6	7	
/	/	/	/	/	/	/	

2. Identify at least three items (general subjects or specific topics) that were the most useful to you:

① I received a good general idea of the sources and methods of the Agency.

② Many speakers cleared the discrepancies between the press interpretations and actual CIA involvement in certain current issues.

③ Cover briefing filled many holes and should be included in all briefings. It is a big question to newcomers.

④ Enjoyed the tour except the library. The OWS presentation was good.

**STATINTL**

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INTRODUCTION TO CIA  
Evaluation Form

Time in Agency:  
Less than 6 months  
6 months-2 years ☒  
Over 2 years

DDI  
Directorate

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Now that you have completed the Course, you should have:

- ✓ Gained a basic understanding of CIA, its organization and functions as well as its relationship to the Intelligence Community.
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Any comments you make--especially constructive suggestions for improvement--will be valuable to us in designing or streamlining the next course. (Do not feel confined to these specific questions; if you wish to discuss any relevant topic, please feel free.)

1. Please indicate on the scale below the degree to which the Course met its stated objectives:

Slight					Highly Satisfactory	
1	2	3	4	5	6	7
/	/	/	/	/	/	/

2. Identify at least three items (general subjects or specific topics) that were the most useful to you: STATINTL

1. The emphasis of [redacted] on the Utilization of Agency resources;
2. The exposure given to Agency Support functions;
3. Interaction between line components.
4. Basic Agency organization!
5. How line functions flow & are utilized at high levels.

**STATINTL**

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INTRODUCTION TO CIA

Evaluation Form

STATINTL

Name

DCI  
Directorate

Time in Agency:  
Less than 6 months  
6 months-2 years ☒  
Over 2 years

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Any comments you make--especially constructive suggestions for improvement--will be valuable to us in designing or streamlining the next course. (Do not feel confined to these specific questions; if you wish to discuss any relevant topic, please feel free.)

1. Please indicate on the scale below the degree to which the Course met its stated objectives:

Slight

Highly Satisfactory

1	2	3	4	5	6	7
/	/	/	/	/	/	/

2. Identify at least three items (general subjects or specific topics) that were the most useful to you:

STATINTL

organization + capabilities of O Logistics ( )

Tour of OCR

Overhead collection systems + work of OIA

**STATINTL**

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INTRODUCTION TO CIA

Evaluation Form

STATINTL

[Redacted]  
Name

Time in Agency:  
Less than 6 months \_\_\_\_\_  
6 months-2 years \_\_\_\_\_  
Over 2 years ✓

DDST  
Directorate

You will recall there are two basic objectives of the Course.  
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1. Please indicate on the scale below the degree to which the Course met its stated objectives:

<u>Slight</u>					<u>Highly Satisfactory</u>	
1	2	3	4	5	6	7
/	/	/	/	/	↓ /	/

2. Identify at least three items (general subjects or specific topics) that were the most useful to you:

Personnel Management, Office of Medical Services,  
Intro to Ops, CIA in Court CIA and Congress,  
[Redacted] Ops, Security, CCS,

STATINTL

**STATINTL**

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INTRODUCTION TO CIA

Evaluation Form

STATINTL

Name

Admin. Directorate  
Directorate

Time in Agency:  
Less than 6 months  
6 months-2 years X  
Over 2 years

You will recall there are two basic objectives of the Course.  
Now that you have completed the Course, you should have:

- Gained a basic understanding of CIA, its organization and functions as well as its relationship to the Intelligence Community.
- Acquired an understanding of the fundamentals of the intelligence process.

Any comments you make--especially constructive suggestions for improvement--will be valuable to us in designing or streamlining the next course. (Do not feel confined to these specific questions; if you wish to discuss any relevant topic, please feel free.)

1. Please indicate on the scale below the degree to which the Course met its stated objectives:

<u>Slight</u>					<u>Highly Satisfactory</u>	
1	2	3	4	5	6	7
/	/	/	/	/	X/	/

2. Identify at least three items (general subjects or specific topics) that were the most useful to you:

ELINT  
OTS

Intro. to Operations

CIA in Court

Missions and Functions of CIA

Personnel Management

STATINTL

**STATINTL**

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STATINTL

## INTRODUCTION TO CIA

## Evaluation Form

Name

Time in Agency:

Less than 6 months

6 months-2 years

Over 2 years

OPERATIONS  
Directorate

You will recall there are two basic objectives of the Course. Now that you have completed the Course, you should have:

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<u>Slight</u>					<u>Highly Satisfactory</u>	
1	2	3	4	5	6	7
/	/	/	/	/	/	/

2. Identify at least three items (general subjects or specific topics) that were the most useful to you:

- 1) Being involved in research I found the tour of the library and the presentation on [redacted] useful in terms of identifying possible sources of material.
- 2) The session on training was helpful in pointing out what is available and where.
- 3) [redacted] FILLER or number of holes that were left in my cover briefing.

STATINTL

**STATINTL**

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STATINTL

INTRODUCTION TO CIA

Evaluation Form



Name

Time in Agency:

Less than 6 months 2

6 months-2 years       

Over 2 years       

DDST  
Directorate

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Now that you have completed the Course, you should have:

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1. Please indicate on the scale below the degree to which the Course met its stated objectives:

Slight

Highly Satisfactory

1	2	3	4	5	6	7
<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>

2. Identify at least three items (general subjects or specific topics) that were the most useful to you:

1. PERSONNEL  
a. PERSONNEL SERVICE OF CAREER NEEDS.  
b. SOFT FILE, etc.

2. EQUAL EMPLOYMENT OPPORTUNITY  
a. UPWARD MOBILITY PROGRAMS  
b. FUSS

3. TECHNICAL COLLECTION

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INTRODUCTION TO CIA

Evaluation Form

Name \_\_\_\_\_

Time in Agency:  
Less than 6 months \_\_\_\_\_  
6 months-2 years X  
Over 2 years \_\_\_\_\_

DDI  
Directorate

You will recall there are two basic objectives of the Course.  
Now that you have completed the Course, you should have:

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Any comments you make--especially constructive suggestions for improvement--will be valuable to us in designing or streamlining the next course. (Do not feel confined to these specific questions; if you wish to discuss any relevant topic, please feel free.)

1. Please indicate on the scale below the degree to which the Course met its stated objectives:

<u>Slight</u>					<u>Highly Satisfactory</u>	
1	2	3	4	5	6	7
/	/	/	/	/	/	X/

2. Identify at least three items (general subjects or specific topics) that were the most useful to you:

*Presentations on CIA Management Problems very informative.  
Useful information on services - Who to call (e.g. OMS,  
OCR)*

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INTRODUCTION TO CIA  
Evaluation Form

Name \_\_\_\_\_

DD  
Directorate

Time in Agency:  
Less than 6 months ✓  
6 months-2 years \_\_\_\_\_  
Over 2 years \_\_\_\_\_

You will recall there are two basic objectives of the Course.  
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1. Please indicate on the scale below the degree to which the Course met its stated objectives:

<u>Slight</u>						<u>Highly Satisfactory</u>	
1	2	3	4	5	6	(7)	
/	/	/	/	/	/	/	

2. Identify at least three items (general subjects or specific topics) that were the most useful to you:

*I think that the entire course was very useful and that you can't divide it into specific sections.*

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Evaluation Form

STATINTL



Name

*DDI*

Directorate

Time in Agency:

Less than 6 months

6 months-2 years ☒

Over 2 years

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Now that you have completed the Course, you should have:

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1. Please indicate on the scale below the degree to which the Course met its stated objectives:

Slight

Highly Satisfactory

1	2	3	4	5	6	7
/	/	/	/	/	/	/

2. Identify at least three items (general subjects or specific STATINTL topics) that were the most useful to you:



*The Soviet Target - Operational Priority  
Economic Research  
FOIA & Privacy Act  
all the legal presentations*

*(difficult to choose all except those listed in #3)*

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INTRODUCTION TO CIA  
Evaluation Form

STATINTL

Name [REDACTED]

DDI  
Directorate

Time in Agency:  
Less than 6 months \_\_\_\_\_  
6 months-2 years \_\_\_\_\_  
Over 2 years ✓

You will recall there are two basic objectives of the Course.  
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1. Please indicate on the scale below the degree to which the Course met its stated objectives:

<u>Slight</u>					<u>Highly Satisfactory</u>	
1	2	3	4	5	6	7
/	/	/	/	/	/	✓ /

2. Identify at least three items (general subjects or specific topics) that were the most useful to you:

STATINTL

- 1 - Intelligence Research - [REDACTED] *OSR*
- 2 - ELINT - [REDACTED] *DDST*
- 3 - Weapons Intelligence, OWI, [REDACTED]

STATINTL

STATINTL

**STATINTL**

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Evaluation Form

STATINTL



Time in Agency:  
Less than 6 months \_\_\_\_\_  
6 months-2 years \_\_\_\_\_  
Over 2 years \_\_\_\_\_

DDST  
Directorate

You will recall there are two basic objectives of the Course.  
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<u>Slight</u>							<u>Highly Satisfactory</u>	
1	2	3	4	5	6	7		
/	/	/	/	/	/	/		

2. Identify at least three items (general subjects or specific topics) that were the most useful to you:

- 1.) EA
- 2.) all DDT briefings

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Evaluation Form

STATINTL

Name [REDACTED]

Time in Agency:  
Less than 6 months  
6 months-2 years X  
Over 2 years

DDI  
Directorate

You will recall there are two basic objectives of the Course.  
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<u>Slight</u>					<u>Highly Satisfactory</u>	
1	2	3	4	5	6	<u>7</u>
/	/	/	/	/	/	/

2. Identify at least three items (general subjects or specific topics) that were the most useful to you:

Intelligence Research  
CIA in Court  
The China Target  
Office of Technical Service

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INTRODUCTION TO CIA

Evaluation Form

STATINTL

Name

DDA  
Directorate

Time in Agency:  
Less than 6 months  
6 months-2 years X  
Over 2 years

You will recall there are two basic objectives of the Course.  
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<u>Slight</u>						<u>Highly Satisfactory</u>	
1	2	3	4	5	6	7	
/	/	/	/	/	/	/	

2. Identify at least three items (general subjects or specific topics) that were the most useful to you:

— The variety of video tapes at lunch-time  
— discussion group  
— talk

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Evaluation Form

STATINTL

Name [REDACTED]

Time in Agency:  
Less than 6 months ☒  
6 months-2 years ☐  
Over 2 years ☐

DDA  
Directorate

You will recall there are two basic objectives of the Course.  
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1. Please indicate on the scale below the degree to which the Course met its stated objectives:

Slight					Highly Satisfactory	
1	2	3	4	5	6	7
/	/	/	/	/	/	/

2. Identify at least three items (general subjects or specific topics) that were the most useful to you:

STATINTL

a. [REDACTED] was an excellent speaker and provided a good insight into DDO operations & methods.

STATINTL

b. [REDACTED] also provided a good insight into China.

c. The OTS presentation was well presented & the use of a case to present techniques was very effective.

d. The evening session was good because it involves the entire class, therefore makes them feel a part of the course.

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INTRODUCTION TO CIA

Evaluation Form

Name

SAT

Directorate

Time in Agency:

Less than 6 months

6 months-2 years

Over 2 years

X

You will recall there are two basic objectives of the Course.  
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1. Please indicate on the scale below the degree to which the Course met its stated objectives:

Slight

Highly Satisfactory

1 2 3 4 5 6 7

2. Identify at least three items (general subjects or specific topics) that were the most useful to you:

1. MISSION/ FUNCTIONAL DESIGN AND IMPLEMENTATION THROUGHOUT EVERY DAY.

2. VISITATIONS

3. SPEAKERS:

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**STATINTL**

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INTRODUCTION TO CIA

Evaluation Form

STATINTL

Name

WA  
OP/cmd  
Directorate

Time in Agency:

Less than 6 months

6 months-2 years

Over 2 years

X

You will recall there are two basic objectives of the Course.  
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<u>Slight</u>					<u>Highly Satisfactory</u>	
1	2	3	4	5	6	7
/	/	/	/	/	/	/

2. Identify at least three items (general subjects or specific topics) that were the most useful to you:

*Intelligence Research by Morgan Jones quite effective.*  
*Enthusiastic briefs & material well presented.*  
*Intro to Ops outstanding coverage. Most effective use of*  
*training aids in the course. Most informative*  
*had an outstanding brief on the Soviet Target. Presented data*  
*from push unknown. One of the highlights of the week.*

STATINTL

STATINTL

**STATINTL**

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INTRODUCTION TO CIA

Evaluation Form

STATINT

Name

DDS + T

Directorate

Time in Agency:

Less than 6 months

6 months-2 years

Over 2 years

X

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1. Please indicate on the scale below the degree to which the Course met its stated objectives:

Slight

Highly Satisfactory

1 2 3 4 5 6 7  
/ / / / / 5+ / /

2. Identify at least three items (general subjects or specific topics) that were the most useful to you:

- Office of training lecture
- NPIC trip.
- OWI lecture.

With few exceptions all the scheduled lectures/topics were interesting and informative

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INTRODUCTION TO CIA

Evaluation Form

STATINTL

Name [REDACTED]

Time in Agency:  
Less than 6 months \_\_\_\_\_  
6 months-2 years \_\_\_\_\_  
Over 2 years ✓

DDSET  
Directorate

You will recall there are two basic objectives of the Course.  
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<u>Slight</u>					<u>Highly Satisfactory</u>	
1	2	3	4	5	6	7
/	/	/	/	/	/	/

2. Identify at least three items (general subjects or specific topics) that were the most useful to you:

*Intelligence Research,*  
*Introduction to Operations,*

*Information Retrieval, Ref - ADP, CRS briefings*

*ORPA*

*Plus - Logs,*

STATINTL

STATINTL

**STATINTL**

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## INTRODUCTION TO CIA

## Evaluation Form

STATINTL

Name

Time in Agency:  
 Less than 6 months X  
 6 months-2 years \_\_\_\_\_  
 Over 2 years \_\_\_\_\_

DDA  
 Directorate

You will recall there are two basic objectives of the Course.  
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1. Please indicate on the scale below the degree to which the Course met its stated objectives:

SlightHighly Satisfactory

1	2	3	4	5	6	7
/	/	/	/	/	/	(1)

2. Identify at least three items (general subjects or specific topics) that were the most useful to you:

- (1) The speech presented by [redacted], OSR was the best of all given. (2) The relationship of CIA & Congress.  
 (3) Intro to operations by [redacted]

STATINTL

STATINTL

**STATINTL**

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INTRODUCTION TO CIA

Evaluation Form

Name \_\_\_\_\_

Time in Agency:  
Less than 6 months \_\_\_\_\_  
6 months-2 years ✓  
Over 2 years \_\_\_\_\_

Directorate \_\_\_\_\_

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1. Please indicate on the scale below the degree to which the Course met its stated objectives:

Slight

Highly Satisfactory

1	2	3	4	5	6	7
/	/	/	/	/	/	/

2. Identify at least three items (general subjects or specific topics) that were the most useful to you:

1. Missions & Functions of CIA
2. Introduction to Operations
3. [REDACTED]

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